

## EDITED KSA LISTING

### CLASS: SUPERVISOR OF ACADEMIC INSTRUCTION, CORRECTIONAL FACILITY

*NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.*

#	Knowledge, Skill, Ability
	<b>Knowledge of:</b>
K1	Intermediate knowledge of the principles, methods, and procedures of school organization and administration in order to apply them to the educational program.
K2	Intermediate knowledge of the principles and practices of current teaching methodology to provide direction and training to staff.
K3	Intermediate knowledge of the principles and practices of classroom management as it relates to the instructional and behavioral issues of teaching students to provide a safe and effective learning environment.
K4	General knowledge of the principles and techniques of educational and vocational counseling including transitional services to provide assistance in the selection of appropriate education programs for students.
K5	Basic knowledge of psychology and sociology as it relates to the inmate/ward population and their educational needs.
K6	Basic knowledge of the principles of effective supervision, leadership, and personnel management practices including the recruitment and hiring of staff and to oversee, evaluate and direct the work activities of employees.
K7	Basic knowledge of the principles of Equal Employment Opportunity (EEO) in order to train, plan, organize, and direct staff and ensure workplace compliance with Federal and State laws, rules and regulations (e.g., sexual harassment prevention, etc.)
K8	<b>Basic knowledge of the Americans with Disabilities Act (ADA) and its application within a correctional institution in order to train, plan, organize, and direct staff and ensure workplace compliance with Federal and State laws, rules and regulations, and court mandates.</b>

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#	Knowledge, Skill, Ability
K9	<b>Intermediate knowledge of the Individuals with Disabilities Education Improvement Act (IDEIA) and its application within a juvenile facility in order to train, plan, organize, and direct staff and ensure workplace compliance with Federal and State laws, rules and regulations, and court mandates.</b>
K10	<b>Intermediate knowledge of the role of the education program in the efficient and effective operation of the institution in order to ensure student accountability and achievement.</b>
K11	<b>General knowledge of Federal education grants and procedures to obtain and expend supplemental funding to support education programs.</b>
K12	<b>General knowledge of principles and practices of institutional operations in order to be an effective member of the Education Department supervisory team.</b>
K13	<b>General knowledge of the requirements and procedures for library operations within a correctional institution to comply with Departmental requirements and court mandates.</b>
K14	<b>Basic knowledge of funding sources and procurement processes, budget preparation and expenditure tracking to effectively obtain and manage operational resources, forecast expenditures/needs, and remain within budget allocations.</b>
K15	<b>Basic knowledge of the requirements and procedures for recreational operations within an adult correctional institution to comply with Departmental and institutional requirements.</b>
K16	Basic knowledge of applicable sections of the State Education Code and other applicable laws (e.g., Title 15, etc.), court mandates, Special Education Manual, Departmental Operations Manual, labor relations agreements, etc. to govern the operation of adult education and/or juvenile justice school programs.

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#	Knowledge, Skill, Ability
K17	<b>Basic knowledge of various technologies (e.g., computers, related software applications, LCD projectors, etc.) in order to supervise educational programs and operational efficiency and to maintain accurate records, etc.</b>
K18	Basic knowledge of record keeping in order to maintain accurate records and to ensure compliance with State and Federal laws, rules and regulations and court mandates and accountability of education programs, etc.
K19	General knowledge of safety and security measures required at correctional facilities in order to maintain a safe work environment.
K20	Basic knowledge of how to plan and implement staff development for professional growth.
K21	General knowledge of Progressive Disciplinary procedures in order to train, correct, and direct staff in meeting job expectations utilizing documentation, Individual Development Plan (IDP), Employees Assistant Program (EAP), Title 15, training records, corrective memos, probation/annual reports, Memorandum of Understanding (MOU), etc.
K22	General knowledge of school accreditation and program review processes to ensure compliance with Federal and State laws, rules and regulations governing education.
K23	General knowledge of administering educational tests to determine student placement and/or achievement, etc.
K24	<b>Basic knowledge of research principles and techniques in order to research a wide variety of resources/data, etc.</b>

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	Skill to:
S1	Effectively lead and supervise staff in all education programs (e.g., academic, vocational, <b>library</b> , etc.) in a State correctional institution to ensure quality services are provided.
S2	Plan, coordinate, and implement education programs in a State correctional facility to ensure program quality and student success.
S3	Maintain records and prepare written documents to ensure accurate information and effective communication.
S4	Analyze data (e.g., school achievement, etc.) and lead the staff in constantly studying, evaluating, and modifying current instructional practice to accelerate students' academic achievement.
S5	<b>Effectively apply communication techniques (e.g., written, oral, aural, etc.) to provide information and obtain/maintain the cooperation of others (e.g., Federal, State and local agencies, staff, inmates, etc.).</b>
S6	<b>Research a wide variety of resources/data to provide information, options, recommendations, and/or produce accurate reports as it relates to the functions of the Supervisor of Academic Instruction (SAI).</b>
S7	<b>Operate computerized equipment to maintain accurate records, generate correspondence and reports, etc.</b>
S8	<b>Time management skills including the ability to prioritize to effectively accomplish the Supervisor of Academic Instruction (SAI) duties.</b>

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S9	<b>Skill to develop and maintain cooperative working relationships with professional and custody staff, co-workers, management, and others contacted during the course of the work in order to build staff morale, supervise and lead staff, work effectively with co-workers and executive staff, and effectively advocate for resources.</b>
S10	<b>Skill to apply critical thinking, problem solving, and decision making skills in order to resolve various problems, make recommendations and take effective action.</b>

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	Special Personal Characteristics:
<b>SPC1.</b>	Tact
<b>SPC2.</b>	Progressiveness
<b>SPC3.</b>	Open-mindedness
<b>SPC4.</b>	Patience

	Special Physical Characteristics:
<b>SPhC1.</b>	Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well being or that of their fellow employees or that of inmates/wards.
<b>SPhC2.</b>	Assignments during tour of duty may include sole responsibility for the supervision of inmates/wards and/or the protection of personal real property.

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#	Knowledge, Skill, Ability
	<b>Working Conditions:</b>
WC1.	Willingness to abide by and adhere to departmental safety and security policies and procedures/provisions applicable to specific work tasks performed.
WC2.	Willingness to accept calculated risks and make necessary decisions.
WC3.	Willingness to accept constructive criticism and corrections in order to work cooperatively with others.
WC4.	Willingness to comply with tuberculosis screening requirements.
WC5.	Willingness to consistently demonstrate the following characteristics during employment with the California Department of Corrections and Rehabilitation: reliability, punctuality, honesty, integrity, empathy towards others, and maintain a calm and professional demeanor without extreme emotional reactions.
WC6.	Willingness to have and maintain a neat personal appearance and hygiene.
WC7.	Willingness to interact professionally by promoting positive, collaborative, working relations among others (e.g., public, contract staff, inmates/wards, and other agency personnel) from a wide range of cultural backgrounds in the course of completing work tasks and assignments.
WC8.	Willingness to participate in departmental legal activities (e.g., expert witness, defendant, material witness, etc.)
WC9.	Willingness to provide instruction or oversight regarding departmental policies, procedures, standards, and practices to others (e.g., employees, outside consultants, and/or members of the public, etc.)

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WC10.	Willingness to respond to changes in the workplace in a positive, professional manner.
WC11.	Willingness to submit to random drug screening tests.
WC12.	Willingness to travel throughout the state and in isolated areas for short periods (e.g., two to three days at a time) and/or extended periods of time (e.g., five or more days at a time).
WC13.	Willingness to work in a correctional setting.
WC14.	Willingness to work in a team environment, including inter-disciplinary teams with other professional staff to complete assigned work tasks.
WC15.	Willingness to work various hours and/or days of the week to report for duty at any time an emergency arises or as needed.
WC16.	Willingness to work around peace officers armed with chemical agents and/or weapons.

Subject Matter Experts did not rate the Working Conditions but agreed that all of them were necessary to work as a Supervisor of Academic Instruction.